

# DEPARTMENT OF THE NAVY

Personal Property Shipping Office  
Atsugi Japan  
PSC 477 Box 4  
FPO AP 96306-1204

## MEMORANDUM

Date:

From: Personal Property Officer Atsugi Japan

To: NAF Atsugi Vehicle Registration Office

Subj: Shipment of privately owned vehicle

This is to certify that \_\_\_\_\_ intends to ship his/her privately owned vehicle to \_\_\_\_\_ for a PCS move.

Vehicle Identification Number (VIN) \_\_\_\_\_:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year \_\_\_\_\_:

Type (Van/2DR/4DR): \_\_\_\_\_ License Number: \_\_\_\_\_:

The vehicle must be de-registered with LTO, then turned in to Military Traffic Management Command Yokohama (North Pier) for shipment. (269-6678). The shipping documents received from MTMC must be turned in to the Vehicle Registration Office in Atsugi to confirm shipment. (Vehicle being shipped within Japan is not de-registered with LTO but member also must check in the VRO for purpose of transferring the registration to the next PDS.)

**Motorcycles which are shipped as household goods should be also de-registered with LTO before being packed out.** And the inventory list on which they are listed should be shown to the VRO for confirmation of shipment later.

\_\_\_\_\_  
(member signature) (date)

Personal Property Counselor \_\_\_\_\_